



## Create a Returned Item Adjustment for US Currency

To create a returned item adjustment for US Currency, complete the following steps:

1. Click the **Deposit Processing** tab.
2. From the **Create Returned Item Adjustment** menu, click **US Currency**. The *Create Returned Item Adjustment* page appears.
3. Select the **Financial Institution** associated with the returned item.
4. Click **Next**. The *Step 1 of 2: Define Returned Item Adjustment Information* page appears.
5. Enter the information to prepare the returned item adjustment and click **Next**.

Under **Adjustment Information**,

- Select the **ALC (Agency Location Code)**
- Select the **CAN/Acct Key (CA\$HLINK II Account Number/Account Key)**
- Select the **RTN – DDA (Route Transit Number – Demand Deposit Account)**
- Enter the **Date of Deposit**
- Enter the **Voucher Date**
- Enter the **Amount of Returned Item**
- Select a **Reason for Returned Item**
- Enter the **Returned Item(s) Count**
- Select an **OTC Endpoint**
- Enter the **CCWU (Cost Center Work Unit Number)**
- Enter **Adjustment Comments**



### Application Tip

The **CCWU** is for FRB deposits only.



### Application Tip

**Adjustment Comments** are required if the reason for the returned item is **Other**.

Under **Optional: Provide original deposit information**, *optional*

- Select the **Original Deposit Date**
  - Enter the **Original Voucher #**
6. The *Step 2 of 2: Review Item Adjustment* appears. Verify the information is correct and click **Submit**. Click **Edit**, if a change needs to be made to the information and return to Step 5.

7. A *Confirmation* page appears stating that the returned item adjustment has been created.



#### Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.